



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

1. Application Date

12/20/72

2. Agency Application No.

INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.

FOR RECORDS MANAGEMENT DIVISION USE

Date Received Application No. Date Completed

DEC 21 1972 487 JAN 21 1973

3. AGENCY, Division, Subdivision & Administering Office Address

Department of Transportation  
Division of Planning & Programming  
Data & Inventories Bureau - Mapping & Drafting Branch  
Atlanta, Georgia

4. Person to Contact

Steve Kasmerski

5. Working Title

Ch. Cartographic Unit

6. Tel. No.

656-5361

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE.

☐ DISPOSE OF PRESENT ACCUMULATIONS;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

1930-To Date

9. Exact Series Title

County Map File

10. What is the function of the office in which this record series is created

The function of the office in which this record series is created is to draft and revise all transportation maps for the Department. This includes not only highway maps, but maps for other modes of transportation as well. Reference copies of the maps are maintained for intradepartmental use and for sale to the general public.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to the drafting and updating of county maps.

Included are: Mylar or linen originals  
Second originals  
Reduced negatives  
Full-scale negatives

The file is arranged alphabetically by county.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers				6	
Legal-size File Drawers			Floor Space Occupied (Square Feet)	70	
Map Trays & Files		332		This Year's	Last Year's
			AVERAGE DAILY REFERENCES	30	25
				25	20

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- |  | YES                                     | NO                                      |
|--|---|---|
| 13. Is this the Record Copy of the series?   | <input checked="" type="checkbox"/> [X] | [ ]                                     |
| 14. Is there a duplication of this series in another office or agency?   | [ ]                                     | <input checked="" type="checkbox"/> [X] |
| 15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. | [ ]                                     | <input checked="" type="checkbox"/> [X] |
| 16. Does the series contain classified information requiring security handling?                                      | [ ]                                     | <input checked="" type="checkbox"/> [X] |
| 17. Does the series initiate, amend or terminate agency policies and procedures?                                     | [ ]                                     | <input checked="" type="checkbox"/> [X] |
| 18. Could the function be performed if the files were lost or destroyed?   | [ ]                                     | <input checked="" type="checkbox"/> [X] |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why?                                       | [ ]                                     | <input checked="" type="checkbox"/> [X] |
| 20. Does the record series provide data as input to an EDP file?   | [ ]                                     | <input checked="" type="checkbox"/> [X] |
| 21. Does the record series contain documentation produced as EDP printout?   | [ ]                                     | <input checked="" type="checkbox"/> [X] |
| 22. Has the Federal Government issued instructions governing retention/disposition of these files?                   | [ ]                                     | <input checked="" type="checkbox"/> [X] |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what?                                      | <input checked="" type="checkbox"/> [X] | [ ]                                     |

24. REQUIREMENTS. The following requires the files to be kept Permanently ~~1997~~

- a. [ ] STATE LAW    b. [ ] STATUTE OF LIMITATION    c. [ ] AUDIT PERIOD    d. [ ] FEDERAL LAW    e. ☒ [X] ADMINISTRATIVE DECISION    f. [ ] HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

See rationale for an explanation of the retention requirement.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each  
- ☒ [X] CALENDAR YEAR    - [ ] FISCAL YEAR    - [ ] Other    then:

**Linen & Mylar Originals:** Hold in current files area until obsolete, superseded or no longer needed for reference. Place in inactive file. Cut off at end of calendar year. Retire to State Archives for permanent retention.

**Second Originals:** Hold in current files area until superseded; destroy immediately.

**Reduced Scale Negative:** Hold in current files area until superseded; destroy immediately.

**Full Scale Negative:** Hold in current files area until superseded. Transfer to State Record Center; hold five years; destroy.

Attach Samples of the Series

26. Recommendations		[ <input checked="" type="checkbox"/> ] Approved [ ] Disapproved		Head	Date
in Paragraph  25 are:	State	[ <input checked="" type="checkbox"/> ] Approved [ ] Disapproved		Department of Audits/Designee	Date
	Records	[ <input checked="" type="checkbox"/> ] Approved [ ] Disapproved		Secretary of State/Designee	Date
	Committee	[ <input checked="" type="checkbox"/> ] Approved [ ] Disapproved		Department of Law/Designee	Date

## County Map File

### Explanation of Yes Answers to Questions 14-23

14. Reference copies of the map are widely distributed to Federal, State and local agencies, educational institutions and the public.
23. The originals are updated every four years and new negatives and second originals made from the updated original. Originals are replaced only if there is a major revision of the map such as a change of scale or if the original wears out.

Rationale: Originals are updated every four years. Originals are replaced because of supersession or obsolescence. Negatives and second originals are not updated but are replaced every four years by new negatives and second originals made from the updated original.

The originals are a valuable source of historical data. Originals show changes in the highway systems, county and city boundaries and cartographic techniques.

Presently if the originals were lost or destroyed it would be difficult to reconstruct the series. Filing the full-scale negatives at the Record Center for five years after supersession, would provide security copies of the maps in case the originals were destroyed. An original could be reconstructed from the negative and updated using current ground surveys and aerial photographs.